

**APPENDIX – I: TABLE – III****DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD****ACADEMIC PERFORMANCE INDICATORS (APIs) FOR CAREER ADVANCEMENT SCHEME (CAS)****PROMOTIONS FOR COLLEGE FOR COLLEGE & UNIVERSITY LIBRARIANS****CATEGORY- I:****PROCUREMENT, ORGANISATION, AND DELIVERY OF KNOWLEDGE AND  
INFORMATION THROUGH LIBRARY SERVICES**

Sr.No.	Nature of Activity	Maximum Score
1	Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2	ICT and other new technologies' application for up gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet Management.	30
3	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
	<b>Total Score</b>	<b>125</b>
	<b>Minimum API Score required</b>	<b>75</b>

**Details of Category I of Table III**

Sr.No.	Nature of Activity	Maximum Score
1	<p><b>a)Information and for bringing out institutional Newsletters, etc.</b></p> <p>Books collected / acquired (collection Building), Journals Subscribed, E-Journals, Reports collected, Back volumes collected / Bound, Technical Processing, Accessioning , Classification , Cataloguing, Book Binding , Training to library staff to maintain collection. ( 2 points each)</p> <p><b>b)Book Purchase Policy:</b></p> <p>Recommended by Teachers, Recommended by Students/Staff , Recommended by Check list, Publisher Catalogue , Books Review, exhibition , etc . Arrangement of Collection / Stack Arrangement , Subject-wise / Classified shelving , Alphabetical shelving, Stock verification is completed regularly, Write off/ weeding out of books, reading materials, etc. Collection Promotion, Expl.:-Display, Additions list, in house exhibition. ( 2 points each)</p> <p><b>c)Library Services:</b></p> <p>Reference Service, Current Awareness Services , Selective Dissemination of Information Services, Bibliographic/Catalogues/ Index Services, Inter Library loan Services, On-line Public Access catalogue (OPAC), Home lending Services , Reprographic Services , Internet Information Services, Information Extension Services , E-Journals Services, Periodical Contents Services, Information Analysis for catalogue / Index , Document Deriving Services , Audio-Visuals information Services, Indexing / Abstracting Services. ( 2 points each)</p> <p><b>d)Provision of assistance to the Departments of University / College with required inputs for preparing reports, manuals and related documents:</b></p> <p>Assistance by providing number of books, reports to Departments, Assistance by providing documents under documents</p>	40

	<p>delivery facilities to Departments, Assistance by providing Technical guidance to develop Departmental Library, Assistance by providing books to faculties of Departments, Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/ Sections. ( 2 points each)</p> <p><b>e)Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters:</b></p> <p>Information Provided about Library, Information Provided about Services rendered, Information Provided about Link of e-Resources , Information Provided about new additions, Information Provided about Transactions, Information Provided about Library members, Information Provided for University / College publication. ( 2 points each)</p>	
2	<p><b>a)Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services:</b></p> <p>Library Automation, Data Capturing , Provision of OPAC , Membership data creation / Readers data creation, Computerized Reports Generation, Computerized Alphabetic list of books generation, Daily / Weekly /Monthly computerized Reports generation for transaction, Computerized Acquisition, Computerized periodicals Registration, Computerized list of back volumes, Computerized list of members / readers, etc. ( 3 points each)</p> <p><b>b)Involvements in Library Security Technology:</b></p> <p>RFID Technology, CCTV Technology, 3MP Technology, Other electronic Security, Library Management Software, Internet for Library management /function. ( 5 points each)</p>	30
3	<p><b>a) Development, organization and management of e-resources including their accessibility over internet:</b></p> <p>Web Resources facilities provided to readers Expl.-Consortia, Open access journals, <b>DOAJ</b>, J-Gate, etc. ( 5points each)</p> <p><b>b) Digitization of Library Resources and e-delivery of information:</b></p> <p>Digital Library developed for readers, Information collected and delivered thorough electronic devices to Institutional Departments / Sections and readers, Digitization / Computerization of Library, Digitization / Lamination of Rare Books, Manuscripts, etc. Databases</p>	25

	<p>Subscribed ( 5 points each)</p> <p><b>c) Types of Databases Management:</b>            CDs stored, Hard Disk stored, Printed and stored (2 points each)</p>	
4	<p><b>a) User Awareness and Instruction programmes:</b>            Users education activities, Training or knowledge inculcation <b>to readers</b> about, How to use library resources, Library talks / Lectures arranged for users, Instructions inculcation / display about OPAC. (3 points each)</p> <p><b>b) Information Sources promotion programmes:</b>            Originating Books exhibition, Originating Journals display , Parading Bulletin Board Services, Originating Display of New Added books, Conducting Information literacy programmes. (3 points each)</p>	20
5	<p><b>a) Additional Services such as extending Library facilities on holidays:</b>            Textbook Section services provided , Reading Room facilities provided, If required, Reading Room hours extended, Sanitary and Drinking Water services provided including holidays, Shelf Indicators / stickers maintained in stack to guide the readers, Library users manual brought out to guide the readers. (3 points each)</p> <p><b>b) Institutional Library facilities extended to outside / external readers:</b>            Reference Service, Reprographic , Temporary memberships , Referral service. (3 points each)</p> <p><b>c) External Institutes are provided with Library services:</b>            Memberships opened to institutes, Inter Library Loan Services provided to institutes. (3 points each)</p>	10
	<b>Total Score</b>	<b>125</b>
	<b>Minimum API Score required</b>	<b>75</b>

## CATEGORY - II

### CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr.No.	Nature of Activity	Maximum Score
i	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	20
ii	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
iii	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III)	15
	<b>Total Score</b>	<b>50</b>
	<b>Minimum API Score required</b>	<b>15</b>

### DETAILS OF CATEGORY II of Table III

Sr. No.	Nature of Activitys	Maximum Score
i	Cultural/ exchange programmes originated for internal Intuitions students, Cultural/ exchange programmes originated for external Intuitions students, Originating of Extension programmes arranged for awareness among students / public. Lectures delivered for local students, Lectures delivered for university students, Library Hours arranged for internal/ external students. ( 5 points each)	20
ii	Senate, Management Council , Academic Council , Faulty , Board of Studies, Board of Examination , Local University Committees, Local College Committees , Selection Committees. (2 points each)	15
iii	Participation in Seminars / Conferences / Workshops, Orientation course, Refresher Course, Training Course, etc., Delivered lectures for professionals at Seminars, Conferences, Workshops, Training,	15

	Orientation/ Refresher Courses, Membership of Professional Associations including position acquired in it., Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets ,etc., Creation of information, new methodology, new techniques to manage library / profession, Editor / Sub-editor / Associate editor/ Patron .etc for publications in profession, Advisor / Organizer / Convener, etc for professional activities. ( 3 points each)	
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### **CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

AS PER APPENDIX – I: TABLE I, CATEGORY III.

**CATEGORY-III:  
RESEARCH AND ACADEMIC CONTRIBUTIONS**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
<b>III A</b>	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
<b>III (B)</b>	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter

III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, Respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP CONDUCTED				
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International	a) International	10 each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local – University/College level	d) Local –University/ College level	3 / each



<b>III(E) (iv)</b>	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5/each

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

### **Notes.**

The API for joint publications will have to be calculated in the following manner:

- Single author – 100% of total points
- Two Authors: First/Principal author and the corresponding author / supervisor / mentor – 60% of the total points to each.
- Three or more authors: First/Principal author and the corresponding author / supervisor / mentor – 60% of the total points to each. Third and Forth authors – 40% of the total points to each. More than four authors are not considered.